

HIGHLANDS FIRE DISTRICT BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JULY 21, 2015

The regular meeting of the Highlands Fire District Board of Directors was held on Tuesday, July 21, 2015 at Station 21, 2838 Kona Trail, Flagstaff, Arizona.

CALL TO ORDER. The meeting was called to order at 5:00 PM.

PLEDGE OF ALLEGIANCE, INVOCATION, MISSION AND VISION STATEMENTS, AND BOARD RESPONSIBILITIES. The Pledge of Allegiance was recited, a silent invocation was offered, and the District's Mission and Vision Statement were stated. The Board reviewed selected responsibilities from list provided them.

ROLL CALL. Chairperson Peter Kloeber, Clerk Jan Hirsch, Director Bill Murphy, and Director Robyn Martin were present. Director Brad Bippus was absent.

Present from administrative staff were Chief Dirch Foreman, Battalion Chief Todd Miller, Ms. Jayme Jones and Mrs. Robyn Wilson.

WELCOME VISITORS. Chairperson Kloeber welcomed visitors as well as Steve Gatewood, former member of the Board.

CALL TO THE PUBLIC. There were no comments.

APPROVAL OF THE MINUTES.

JUNE 16, 2015 REGULAR MEETING. The Board reviewed the minutes of the June 16, 2015 regular meeting. Director Martin and Director Murphy pointed out two grammatical errors for correction. Chairperson Kloeber requested a revision on Item 9(B) to reflect the dates of the second optional year, and Item 9(E)(b) to state, "Director Murphy changed his vote to NO." A MOTION was made by Director Martin and was seconded by Clerk Hirsch to accept the minutes as revised; the motion was unanimously APPROVED.

FINANCE.

APPROVAL OF WARRANTS. The Board reviewed the HFD & Bear Jaw warrants issued in June. An explanation of invoices were requested for checks # 913 & 972. After additional questions, a MOTION was made by Director Murphy and was seconded by Clerk Hirsch to approve the warrants as presented; the motion was unanimously APPROVED.

FINANCIAL REPORT. The Board reviewed the monthly HFD and Bear Jaw financial reports, including the Profit/Loss Budget Overview, Bank Reconciliation, County Fund Balance Summary, and Cash Flow Projection Reports. Chairperson Kloeber pointed out that end of year fund balance reflects a \$165,135 surplus, and he confirmed that the district did not spend any reserve funds. Ms. Jones noted that the end of year Reserve Fund was over budget by 67% [\$478,940].

Chairperson Kloeber questioned whether the Reserve Fund grew by \$313,000. Mrs. Wilson stated that the District began the fiscal year with more carryover reserve that was planned. Chairperson Kloeber stated that if he understands the report correctly, there was \$165,000 of funds left over, and he wondered what he was missing. Chief Foreman explained that the District was substantially under spent in program areas as well as over budget on revenue. Chairperson asked how much carryover there will be; Chief Foreman replied that there will be \$2,537,067.50. Mrs. Wilson noted that the carryover will be \$177,067 more than expected. However, if the \$69,646 received for the sale of the warehouse is backed out; there was \$107,421 additional revenue carrying over to next fiscal year.

SUMMARY REPORTS & CORRESPONDENCE.

LOCAL CHAPTER 1505. Engineer Gross reported that leadership of the Local has recently changed. Engineer Gross is the Local Vice President, and Firefighter Giannola and Captain Katrales are Trustees. The Pancake Breakfast was on July 5 with great success; they raised \$2,800 for the charities account. The Local also raised about \$300 and donated an additional \$700 to assist Forest Dyer, a Wildland Firefighter on the Bear Jaw Crew, with medical expenses. Engineer Gross invited the Board to attend the Annual BBQ at Raymond Park on August 15.

BATTALION CHIEF'S REPORT. Chief Miller presented the Battalion Chiefs' Individual Activity, Incidents, and Training Reports for June. He noted that he and Chief True served on the Honor Guard at the 2nd Annual Memorial for the Granite Hotshots, mobile data terminals have been installed on each of the first out engines, and they participated in the first round of regional training for the Greater Flagstaff Region (GFR). There were 61 calls for service in June. Chairperson Kloeber requested Chief Miller include charts reflecting an annual comparison of incidents as well as Station 23 vs Station 25 incidents in his report.

FIRE CHIEF'S REPORT. Chief Foreman presented the Fire Chief's Report for June. Chief Foreman noted that Bear Jaw and other area crews have had a poor fire season, staff recently received a letter from Mr. McNeel, Coconino County Deputy Attorney; a meeting with Copperpoint revealed a reduction of our premium, and he has met with Cliff Terrell, the new Fire Chief at Mormon Lake FD.

FIRE BORAD CHAIRPERSON'S REPORT. Chairperson Kloeber informed the Board that he and Chief Foreman attended a presentation about the joint management agreement between Central Yavapai FD and Chino Valley FD, which was very interesting and informative. Flagstaff FD and Summit FD are also discussing a potential a joint management agreement.

CORRESPONDENCE. The Board reviewed a certificate for outstanding worksite opportunities from TeenWorks; thank you letters from Fit Kids, Firefighter Care, and Kay Corbin; a commendation for Bear Jaw's exceptional performance from Pinewood; and a press release regarding the Greater Flagstaff Region (GFR) Multi Company Training. Steve Gatewood told the Board good-bye and left the meeting.

TOPICS OF DISCUSSION AND POSSIBLE LEGAL ACTION.

- A. *DISCUSSION AND CONSIDERATION TO RATIFY DECISION TO TERMINATE THE HFD VOLUNTEER ALTERNATE PENSION AND BENEFIT PLAN.* Chairperson Kloeber asked this item be put on the agenda once again to clearly reflect the Board's prior action to terminate the plan with the support of legal counsel. Chairperson Kloeber presented a letter from Mr. McNeel, Deputy County Attorney, which provided a good synopsis of the Alternate Pension and Benefit Plan and explanation of the "extremely minimal" exposure to risk involved with terminating the plan. Counsel recommended that any remaining funds be held in a dedicated account for the remote possibility that a claim is made against the plan.

After further discussion, a MOTION was made by Clerk Hirsch and was seconded by Director Martin to dissolve [the plan], and hold the balance of the Alternate Pension and Benefit Plan in the Wells Fargo [Highlands Fire District Alternate Pension and Benefit Plan] Account; the motion was unanimously APPROVED. Chairperson Kloeber thanked staff for working hard on this and providing Mr. McNeel with the information necessary to write the legal opinion.

- B. *DISCUSSION AND CONSIDERATION TO APPROVE VOLUNTEER PROGRAM REVISION TO HR POLICY #50.01 – VOLUNTEER PROGRAM.* Chief Foreman recommended the Board approval to policy revisions as presented. A MOTION was made by Director Murphy and was seconded by Director Martin to approve Volunteer Program Policy [HR Policy #50.01] revisions for the Volunteer Program; the motion was unanimously APPROVED.

C. DISCUSSION AND CONSIDERATION TO APPROVE HR POLICY REVISIONS:

- a. *HR POLICY # 30.10 PERFORMANCE REVIEWS.* Chief Foreman recommended the Board grant him the authority to provide mid-term step increases and/or increase of more than one step without adversely affecting budgeted funds.
- b. *HR POLICY #30.11 PROMOTION.*
- c. *HR POLICY #30.01 COMPENSATION REQUIREMENTS.*
- d. *HR POLICY #30.05 TIMEKEEPING REQUIREMENT.*

Chairperson Kloeber noted that the listed policy revisions are related, and he asked for a motion to proceed. A MOTION was made by Director Martin and was seconded by Clerk Hirsch to approve changes to HR Policy 30.10, 30.11, 30.01, & 30.04.

Director Murphy requested an explanation of Chief Foreman's rationale and the expected cost of the revisions. Chief Foreman explained that a rate increase would typically be planned [budgeted] event. In regards to the Timekeeping Policy, the District already pays a minimum of two hours for call back; however, the policy was never revised to reflect current practice. In regards to the Promotion Policy, management occasionally hires personnel at a higher rate than the first step entry level; the recommended revision allows management to do the same practice with individuals promoted. Chairperson Kloeber asked why we should change policies that have been serving us well. Engineer Gross stated that he understood the policy revision was to enable management to reward exceptional performance. Chairperson Kloeber asked why management could not come to the Board for exceptions to the policy. Chief Foreman requested the Board give him the authority to administer the budget. Board members requested to be informed of

any application of the policy changes. After further discussion, the motion was unanimously APPROVED.

- D. *DISCUSSION AND CONSIDERATION TO APPROVE REVISED FEE SCHEDULE.* Chief Foreman presented a revised Fee Schedule. A MOTION was made by Director Martin and was seconded by Director Hirsch to accept the changes to the Fee Schedule as presented.

Chairperson Kloeber asked about the changes made to the fee schedule; Chief Foreman replied that the schedule was entirely rewritten. Chairperson Kloeber suggested that the fee schedule allow non-profit organizations to use the facilities for \$25 per day, or \$50 for events beyond one day; Chief Foreman understood. Chairperson Kloeber suggested staff contact Wiatt Wong, VFIS Agent, to be sure the District is covered for facility use. Chief Foreman confirmed that the fees presented are based on fees that other fire districts charge. The motion was unanimously APPROVED.

Chief Foreman noted that the Board should decide how fees shall be collected: 1) complete ourselves, or 2) hire an agency. He informed the Board that Fire Recovery USA takes a percentage of what they recover. There are several fire departments that use their service. Chairperson Kloeber suggested that the discussion regarding the collection of fees be put on a future agenda.

- E. *DISCUSSION AND CONSIDERATION TO APPROVE GENERAL FORMAT OF THE FIRE BOARD AGENDA.* Chairperson Kloeber informed the Board that this item may be the result of information learned at the AFDA Conference. Chief Foreman presented several sample agenda for review. He informed the Board that when there is a summary report on the agenda, the Board should be cautious of discussions appropriate during summary reports. Any item to be discussed should be listed as an action item on the agenda. Chairperson Kloeber suggested that Roll Call be listed second on the agenda. In addition, he requested that explanation under Call to the Public be clarified to "the Board may not discuss or take legal action on matters...". Ms. Jones said she would research and revise the language appropriately.
- F. *CONSIDERATION TO APPROVE ADJOURNMENT TO EXECUTIVE SESSION RELATED TO THE FIRE CHIEF'S SALARY AND EMPLOYEE SALARIES IN COMPLIANCE WITH A.R.S 38-431.03(A)(1).* A MOTION was made by Clerk Hirsch and was seconded by Director Murphy to adjourn to Executive Session; the motion was unanimously APPROVED.

The Board adjourned to Executive Session at 6:37 PM and reconvened to into Regular Session at 7:20 PM.

- G. REVIEW FIRE BOARD TASK CALENDAR. The Board reviewed the Fire Board Task Calendar.

ADJOURNMENT. The meeting adjourned at 7:27 PM.

Respectfully submitted,

Jayne Jones, Administrative Assistant III